

**NAVAL RESEARCH LABORATORY  
MERIT PROMOTION PROGRAM  
OPEN CONTINUOUS VACANCY ANNOUNCEMENT**

**POSITIONS COVERED:****ADMINISTRATIVE SUPPORT TRACK:**

Clerk Typist, NC-322-I

Clerk-Stenographer, NC-312-I &amp; II

Secretary (Typing), Secretary (Stenography), Secretary (Office Automation), NC-318-I &amp; II

Secretary (Typing), Secretary (Stenography), Secretary (Office Automation), NC-318-III\*\*

Administrative Support Clerk (Typing), Administrative Support Clerk (Office Automation), NC-303-II

Office Automation Clerk, NC-326-I

Office Automation Assistant, NC-326-II

Clerk, NC-I (This covers a variety of clerical occupations, such as Supply Clerk, Procurement Clerk, Mail Clerk, Personnel Clerk, Payroll Clerk, etc.)

Salary: Level I: \$14,414 - \$26,381PA      Level II: \$21,958 - \$35,755PA      Level III: \$29,761 - \$48,460PA  
(Salaries include locality pay)

The Naval Research Laboratory is under a new personnel demonstration project. For more information regarding the Demonstration Project, check our website on <http://amp.nrl.navy.mil/code1800/>

**NOTE:** The Administrative Support Career Track, Career Level II will contain all of the traditional one grade interval clerical positions that were previously graded GS-5, 6, or 7. Under the traditional GS system, when a higher-graded position (e.g. GS-7) became vacant, the position was generally filled by promotion of a qualified individual occupying a lower graded position (e.g. GS-6). Under broadbanding, since the GS-6 position and the GS-7 position are in the same career level with the same potential, the selectee would be moved into the GS-7 position by reassignment. A reassignment would not normally result in an immediate pay change. Any pay adjustments for this move would occur at the time of the CCS assessment and payout cycle.

**\*\*\*THIS AMENDS VACANCY ANNOUNCEMENT OC-1 DUE TO THE IMPLEMENTATION OF  
NRL'S DEMONSTRATION PROJECT**

**COVERAGE:**

The coverage of this announcement includes filling permanent and temporary positions on a full-time, part-time, or intermittent basis. Applicant **must** indicate the work schedules and tenure of positions they wish to be considered for clearly on their application (i.e., full-time, part-time, intermittent, permanent, and/or temporary). **Applicants not indicating the above will be considered for full-time permanent positions only.**

**POSITION EXCLUSION:**

Most jobs at Level II and above that require specialized experience in a **specific field** are not covered by this announcement since the frequency of such vacancies and the number of eligible candidates likely to be available do not justify, from a cost of work standpoint, the use of an open continuous announcement. Vacancy announcements will be issued as these vacancies occur.

**AREA OF CONSIDERATION:**

**For positions in the Administrative Support Track- Levels I & II, applications will be accepted from competitive status candidates within the Metropolitan area.**

**\*\*For positions in the Administrative Support Track- Level III, applications will be accepted from competitive status NRL employees ONLY.**

**MINIMUM QUALIFICATIONS:**

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

GENERAL EXPERIENCE is defined as responsible clerical, office or other work which indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE is defined as experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience may be substituted for general experience.

**ANNOUNCEMENT  
NUMBER:**

OC-1

**DATE ISSUED:**

27 Sept 1999  
This amends  
announcement  
OC-1 dated  
03 June 1996,  
amended 30  
September 1996,  
and amended on 1  
June 1997.

**CLOSING DATE**

OPEN  
CONTINUOUSLY

The following table shows total amount of experience required and allowable substitutions of education for experience.

LEVEL	POSITION	EXPERIENCE		EDUCATION
		Generalized	Specialized	
I	All positions	3 months	None	HS grad or equivalent
II	Clerk-Steno	2 years	None	4 years above high school
	All other positions	None	1 year equivalent to next lower career level (GS-1-4)	
III	All positions	None	1 year equivalent to next lower career level (GS-5-7)	Not Applicable

**PROFICIENCY REQUIREMENTS:** In addition to meeting experience or education requirements, applicants for certain positions must show possession of the following skills, as appropriate. Applicants may meet these requirements by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, or by self-certifying their proficiency.

40 wpm with 3 or fewer errors is required for Clerk-Typist, NC-I; Office Automation Clerk/Assistant (any level); (Typing) (any level); and (Office Automation) (any level).

40 wpm with 3 or fewer errors typing speed and 80 wpm dictation speed with 8 or fewer errors is required for Clerk-Stenographer, NC-I.

40 wpm with 3 or fewer errors typing speed and 120 wpm dictation speed with 12 or fewer errors is required for Clerk-Stenographer, NC-II.

40 wpm with 3 or fewer errors typing speed and 80 wpm dictation speed with 8 or fewer errors is required for (Stenography), NC-I.

40 wpm with 3 or fewer errors typing speed and either 120 wpm dictation speed with 12 or fewer errors is required for (Stenography), NC-II.

**NOTE:** The level of proficiency for stenographic duties required by positions with parenthetical titles is based on the grade level of those duties and not necessarily on the overall grade of the position.

#### **BASIS OF RATING:**

All applicants who meet minimum Office of Personnel Management qualification requirements and where applicable, selective placement factors for the position for which they have applied, will be rated eligible. These eligible employees will be further evaluated against specific requirements of the position and a determination made of the best-qualified candidates. Eligible candidates will be evaluated on the basis of the knowledge, skills and abilities (identified below) needed for successful performance in the job. The number and type of job elements will vary according to the specific position requirements but some typical examples of elements used in the rating process are: (Not all of these would be required for a specific position.)

1. Ability to organize and design a filing system.
2. Ability to apply correspondence rules.
3. Ability to locate and assemble information for various reports, briefings and conferences.
4. Ability to organize the flow of clerical processes in an office.
5. Ability to compose and review non-technical correspondence.
6. Ability to make arrangements for such things as travel, conferences and meetings.
7. Ability to research, interpret and apply a variety of rules and regulations.
8. Knowledge of office automation equipment and software.

In evaluating basically eligible candidates to determine their rating on each job element and their overall rating, personnel officials and/or selection panels will consider all pertinent information obtained, including:

1. Application for Federal Employment (SF-171), resume, or Optional Application for Federal Employment (OF-612). Application will be reviewed for: grammar, punctuation, spelling, sentence structure, typographical errors, etc. where those skills are pertinent to the position being filled.
2. Appraisals of performance submitted by supervisor.
3. Pertinent education, training, self-development and outside activities which would increase the employee's potential for effective performance in the job to be filled.
4. Awards in terms of their bearing on the requirements of the position.
5. Quality and relevance of experience.

#### **REFERRAL PROCEDURES:**

Referral of candidates will be made in accordance with the NRL directive on merit staffing. Normally, only the best of the qualified candidates will be certified for consideration. Candidates will be listed in alphabetical order.

**PERTINENT INFORMATION:**

This announcement is open for submission of applications at any time. Its purpose is to provide management, on a continuing basis, rosters from which vacant positions may be filled and located at Naval Research Laboratory, Washington, DC (NRL-DC). NRL employees interested in promotion opportunities to higher level clerical positions covered by this announcement must apply under this announcement as it serves as the internal recruitment source for filling these positions. If there are insufficient eligible applicants for positions filled under this announcement, a separate vacancy announcement may be published to produce additional candidates, or appointments may be made directly from appropriate OPM registers..

Relocation Expenses will **not** be paid.

**Definition of Competitive Status:** Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination.

Candidates selected for **sensitive critical** positions must satisfactorily complete a full background investigation for security clearance prior to entry on duty in the position.

**DRUG TESTING:** Some positions filled through this announcement may require Drug Testing. Therefore, appointment to any testing designated position is contingent upon a negative drug test in accordance with regulations.

Applicant **must** indicate the work schedules and tenure of positions they wish to be considered for clearly on their application (i.e., full-time, part-time, intermittent, permanent, and/or temporary). **Applicants not indicating the above will be considered for full-time permanent positions only.**

**Indicate the lowest grade level you are willing to accept.**

**DIRECT DEPOSIT:** As a condition of employment, all DOD civilian employees are required to enroll in Direct Deposit/Electronic Funds Transfer (DD/EFT).

**PERIOD OF ELIGIBILITY:**

The period of eligibility for the initial application will be **six months**. At this time, if not selected, your application will be removed. To continue eligibility beyond six months, all eligibles must resubmit an updated Application for Federal Employment (SF-171), resume or Optional Application for Federal Employment (OF-612) and latest SF-50 (if you are a former or current federal employee). An update should be submitted immediately if there is a change in your current position assignment, home address, place of employment, home and office phone numbers, or any other significant change which might affect your rating or our being able to contact you. **If we are no longer able to contact you, we will consider you no longer interested and remove your application from the open continuous referral list system.**

**WHAT TO FILE AND WHERE TO APPLY:** You are required to file the following forms:

1. **Current Application for Federal Employment (SF-171); or the Optional Application for Federal Employment (OF-612); or a resume. If submitting a resume, be sure to include all information identified in "Applying for a Federal Job" published by OPM (available at OPM or NRL-Human Resources Office). Failure to submit a complete application/resume may effect your standing in the rating/ranking process or may result in your application being rejected.**
2. **Notification of Personnel Action (SF-50)** - Be sure to include most recent copy, if available.
3. **Applicant questionnaire** - Will be mailed to you upon receipt of application.

**THE HATCH ACT REFORM AMENDMENTS OF 1993 PROHIBIT INDIVIDUALS FROM REQUESTING, MAKING, TRANSMITTING, ACCEPTING OR CONSIDERING POLITICAL RECOMMENDATIONS IN EFFECTING PERSONNEL ACTIONS.**

Applications will be accepted until further notice; however, receipt of applications may be suspended at any time. These forms must be filed with:  
Human Resources Office, Code 1810-OC1  
Naval Research Laboratory  
4555 Overlook Ave SW  
Washington DC 20375-5324

For further information contact Lauren Bowie on (202) 767-8314.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee who is entitled to receive special priority selection under the ICTAP, you must submit a copy of the separation notice or other qualifying documents indicating displaced or surplus status. You must also submit a copy of an SF-50, Notification of Personnel Action, showing the grade and full performance level of the position from which separated. Applicants must be considered well-qualified to receive priority selection. To be well-qualified, applicants must:

- meet any selective placement factor; and
- be rated no lower than satisfactory on each basis of rating factor; and
- have a total average rating of 85 or higher (on a 100 point scale).